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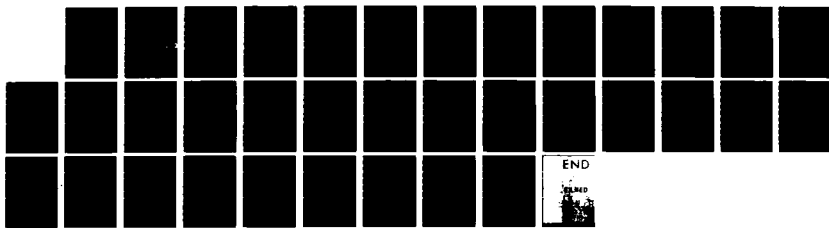
THE TOTAL LIBRARY SYSTEM (TLS) VOLUME 3 THE PROCEDURE
MANUAL(U) CORPS OF ENGINEERS CHICAGO ILL NORTH CENTRAL
DIV W R SCHNEIDER 1983

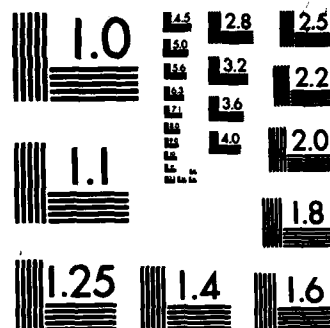
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THE TOTAL LIBRARY SYSTEM (TLS) :

V.3 THE PROCEDURE MANUAL

BY

W. RICHARD SCHNEIDER

1982

U.S. ARMY.
CORPS OF ENGINEERS.
NORTH CENTRAL DIVISION.



Handwritten 'A' and a grid of boxes, likely a filing or tracking system.

ABSTRACT

This report is part of a series describing the use of the Boeing EKS1 System in library automation at the library of the U.S. Army. Corps of Engineers. North Central Division Library in Chicago, Illinois. This volume aids a library user in searching titles for books and periodicals. It also provides all the necessary input techniques for the librarian.

Z678.9

S359 Schneider, W. Richard, 1940-

The TOTAL LIBRARY SYSTEM (TLS). / by W. Richard Schneider.--Chicago, Ill; U.S. Army. Corps of Engineers. North Central Division. Library; Springfield, VA.; Available at NTIS, 1983.

leaves : ill. ;29 cm.

Content: V.1. What it can do for you.--V.2 The files.--V.3. The procedure manual.

1. Libraries--Automation. 2. Electronic data processing--Library science. 3. Libraries, Governmental, administrative, etc. 4. EKS1 (Computer program). TLS (Computer program). I. U.S. Army. Corps of Engineers. North Central Division. Library. II. Title.

- I. Search instructions for users.
 - A. Signing on the TLS.
 - B. Searching monographs and continuations.
 - C. Searching periodicals & services.
- II. Input instructions and procedures.
 - A. Ordering a monograph.
 - B. When the purchase order arrives.
 - C. When the monograph arrives.
 - D. Ordering a continuation.
 - E. When the purchase order arrives.
 - F. When the continuation arrives.
 - G. Ordering a service.
 - H. When the purchase order arrives.
 - I. Ordering a service.
 - J. When the purchase order arrives.
 - K. Ordering other items.
 - L. When a purchase order arrives.
- III. Special Caveats.
- IV. Creating custom library files.
- V. Definitions.

SIGNING ON THE TLS

The TSL (i.e. Total Library System) is designed to follow publications through the whole library cycle from procurement through disposal using minimal effort and space. The files are interconnected for more sophisticated computer systems.

To sign on the computer,

Dial 9 726 6029 (or get your local number from your Boeing representative in your city).

Is the signal working on the telephone?

Attach the receiver to the modem.

Has a connection been made? (usually indicated by a green light on the terminal).

When the light turns one, hit the CR.

The computer says:

You must type:

WELCOME TO THE BCS NETWORK...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg ICG295
PASSWORD: eg JOHN:
TERMINAL ...
RECOVER/USER ID: eg MCG:

EKS1 (then) CR
(ADP must supply) (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

A few news items appear.

Is the news over? (indicated by the statement: C>)

C>

As this point you must decide what it is that you want to do. There are presently eighteen (18) files that apply to library use. See the attached for some of the applications. If you have any difficulty, call Richard Schneider at the following number: (312) 353 5038.

SEARCHING MONOGRAPHS AND CONTINUATIONS

Entries are placed in shelf-list order by the Library of Congress number. After this section appears a section of locally cataloged monographs and continuations. For speed of entry and quicker availability of the documents, a year and number is specified for each document if OCLC does not provide a LC number for the title. (If a title was produced in 1976 and it is the tenth title cataloged in this manner for the year, its number would be: "1976.10").

If you want titles on engineering,

The computer says:

C>
C>
C>

E>

You must type:

GET, TITL2/UN=CEF2116 (then) CR
CME, TITL2 (then) CR
W 150 (then) CR
(depending on how many
characters your output device
can type on a horizontal line)
L /ENGINEER/;L;L;L;L;L;L CR
(each L retrieves one title)

If you want to conduct another search,

The computer says:

E>
E>

You must type:

TOP (then) CR
L /CONCRETE DAM/;L;L;L;L CR

To end a search,

The computer says:

E>

You must type:

QUIT (then) CR

To sign off the computer,

The computer says:

C>
C>

You must type:

FILE,0 (0 i.e. zero)
BYE

SEARCHING PERIODICALS AND SERVICES

Entries are placed in alphabetical order by title. A sequence number for each title allows you to use other files without retyping titles. Services are frequently updated titles that supersede a previous edition of a page or a whole volume. Services tend to be in the legal category.

If you want titles on engineering,

The computer says:

C>
C>
E>

You must type:

GET, MAGLIST/UN=CEF216 (then) CR
CME, MAGLIST (then) CR
W 150 (then) CR
(depending on how many
characters your output
device can type on a
horizontal line
L /ENGINEER/;L;L;L;L CR
(each L retrieves one title)

If you want to conduct another search.

The computer says:

E>
E>

You must type:

TOP (then) CR
L /CONCRETE/;L;L;L (then) CR

To end a search,

The computer says:

E>

You must type:

QUIT (then) CR

To sign off the computer,

The computer says:

C>
C>

You must type:

FILE,0 (0 i.e. zero)
BYE

INPUT INSTRUCTIONS

In remembering that all the files are part of a system, the TOTAL LIBRARY SYSTEM, it takes more than one file to process the materials that appear in the library for the first time. To answer questions about how to input the necessary information, it is best to simulate what happens when a monograph, continuation, periodical, service, or other publications arrives. Each will be treated with an example.

ORDERING A MONOGRAPH

When order information is clear, do the following:

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE?
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
1 11 15 25 35
E>
E>
E>

E>
I>

I>
E>
ORDER EDITED AND REPLACED.
C>
JOB PROCESSING CCUS ...

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /1/

TABDEF , (commas set the tabs or zones)
TABSET 1 11 15 25 35

B (Gives latest entry as sample)
The file is filed by requisition
number. If previous information
has been entered on time, then
the next record will appear
after the record on the bottom
(B) of the file.

I (means input mode)
REQN NO, LINE NO, REQN DATE, PUBN
TYPE, ACCOUNT TYPE
REQN NO, LINE NO, TITLE
REQN NO, LINE NO, ESTIMATED COST
REQN NO, LINE NO, JUSTIFICATION
REQN NO, LINE NO, OFC SYMBOL, REQUESTER
REQN NO, LINE NO, VENDOR NAME
REQN NO, LINE NO, VENDOR STREET
ADDRESS OR BOX NO.
REQN NO, LINE NO, VENDOR CITY STATE ZIP
REQN NO, LINE NO, VENDOR PHONE
(Commas are necessary; no spaces
after them)
CR
FILE,0 (zero)

BYE (Do not use this command if you
are going to enter another
file) If you must enter
another file, type: GET,_____
(Insert the file name in
place of the line).

WHEN THE PURCHASE ORDER ARRIVES

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
1 11 15 25 35
E>
E>
(Record is produced)
E> ORDER
EDITED AND REPLACED.
C>
C>
E>
1 11 33 51 71 90 108
E>
(File descriptors printed)
E>
E>
E>
(You should be in position to
input the new record according
to requisiton number order)
E>
I>

I>
E>
CATCOST EDITED AND REPLACED.
C>

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /1/
ZONE 1 9 (means tab 1 through 9)
L /____/ (requisition number)

GET,CATCOST
CME,CATCOST
L /1/

PR 8

TABDEF ,
TABSET 1 11 33 51 71 90 108
B

I
REQUISITION NUMBER, COST CODE,
APPROPRIATION CODE, PURCHASE ORDER
NUMBER, COST, SHIPPING CHARGE, FUND
TRANSFER CODE (no spaces after
commas)

CR
FILE,0 (zero)

BYE (Do not use this command if you
are going to enter another file)
If you must enter another file,
type: GET,____(Insert the file
name in place of the line).

WHEN THE MONOGRAPH ARRIVES

When the monograph arrives from the vendor follow these steps after the Library of Congress catalog number was obtained using OCLC:

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
(type of file produced)
E>
ORDER EDITED AND REPLACED
C>
C>
E>
1 11 33 51 71 90 108
E>
E>
(Record is produced: check
correctness)
E>
CATCOST EDITED AND REPLACED.
C>
C>
E>
1 132
E>
(File descriptors printed)
E>
E>
E>
E>
E>
I>

I>
E>
TITL2 EDITED AND REPLACED.

You must type:

EKS1 (then) CR
(AD) must supply) (then) CR

(your initials) (then) CR

GET,ORDER
CME,ORDER
L /(title)/

FILE,0 (zero)

GET,CATCOST
CME,CATCOST
L /1/

ZONE 1 10
L /(requisition number)/

FILE,0 (zero)

GET,TITL2
CME,TITL2
L /1/

PR 3

TABDEF ,
TABSET 1 132
ZONE 132
L /(LC number area)/
I
TITLE--LC NUMBER--EDITION--PROPERTY
INFO APPROXIMATE COST, OCLC CARD ON
ORDER+ (no spaces after comma)
CR
FILE,0 (zero)

WHEN THE MONOGRAPH ARRIVES (CONT'D)

The computer says:

C>
C>
E>
1 26 28 36 40 49 70
E>
(File descriptors printed)
E>
E>
E>
E>
E>
I>

I>
E>
SHELF EDITED AND REPLACED.
C>
C>
E>
1 40 90
E>
E>
E>
E>
(Last record is printed)
E>

I>
E>
CATCHG EDITED AND REPLACED.
C>

You must type:

GET,SHELF
CME,SHELF
L /1/

PR 8

TABDEF ,
TABSET 1 26 28 36 40 49 70
ZONE 1 25
L /(LC number area)/
I
LC NUMBER, YEAR IN TITLE, YEAR OF
PUBLICATION, COPY NUMBER, PROPERTY
NUMBER+, APPROXIMATE COST,
REQUISITION NUMBER AND ITEM NUMBER
(no spaces after commas)
CR
FILE,0 (zero)

GET,CATCHG
CME,CATCHG
L /1/

PR 4
TABDEF ,
TABSET 1 40 90

LC NUMBER, USER, OFFICE CODE
(no spaces after commas)
CR
FILE,0 (zero)

BYE (Do not use this command if you
are going to enter another file)
If you must enter another file,
type: GET,_____ (Insert the file
name in place of the line).

ORDERING A CONTINUATION

To save time try to find last year's record:

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE?
USER NUMBER: eg RR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
(Title info supplied with
file type)
E>
ORDER EDITED AND REPLACED.
C>
C>
E>

E>
CONTIN EDITED AND REPLACED.
C>
C>
E>
1 11 15 25 35
E>
E>
E>

(Last record is printed: the
new record is next)

E>
I>

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /(title)/

FILE,0 (zero)

GET,CONTIN
CME,CONTIN
L /(title)/
(This record is built from many
lines: check line numbers for
completeness)
FILE,0 (zero)

GET,ORDER
CME,ORDER
L /1/

TABDEF ,
TABSET 1 11 15 25 35
B

I (means input mode)
REQN NO, LINE NO, REQN DATE, PUBN
TYPE, ACCOUNT TYPE
REQN NO, LINE NO, TITLE
REQN NO, LINE NO, ESTIMATED COST
REQN NO, LINE NO, JUSTIFICATION
REQN NO, LINE NO, OFC SYMBOL, REQUESTER
REQN NO, LINE NO, VENDOR NAME
REQN NO, LINE NO, VENDOR STREET
ADDRESS OR BOX NO.
REQN NO, LINE NO, VENDOR CITY STATE ZIP
REQN NO, LINE NO, VENDOR PHONE
(Commas are necessary; no spaces
after them)

ORDERING A CONTINUATION CONT'D

I>
E>
ORDER EDITED AND REPLACED.
C>
JOB PROCESSING CCUS ...

CR
FILE,0 (zero)

BYE (Do not use this command if you
are going to enter another
file) If you must enter
another file, type: GET, _____
(Insert the file name in
place of the line).

After sending a 318 to Procurement you are finish until the purchase order
arrives.

WHEN THE PURCHASE ORDER ARRIVES

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
(Title info printed with
file type)
E>
ORDER EDITED AND REPLACED.
C>
C>
E>
1 11 33 51 71 90 108
E>
(File descriptors printed)
E>
E>
E>
E>
(You should now be in position
to input the new record in
requisition number order)
E>
I>

I>
E>
CATCOST EDITED AND REPLACED.
C>

You must type:

EKS1 (then) CR
(ADP must supply) (then) Cr
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /(title)/

FILE,0 (zero)

GET,CATCOST
CME,CATCOST
L /1/

PR 8

TABDEF ,
TABSET 1 11 33 51 71 90 108
ZONE 1 10
L /(requisition number in area)/

I
REQUISITION NUMBER, COST CODE,
APPROPRIATION CODE, PURCHASE ORDER
NUMBER, COST, SHIPPING CHARGE, FUND
TRANSFER CODE (no spaces after
commas)

CR
FILE,0 (zero)

BYE (Do not use this command if you
are going to enter another file)
If you must enter another file,
type: GET,____ (Insert the file
name in place of the line).

WHEN THE CONTINUATION ARRIVES

When the continuation arrives previous manual records are checked to see if the title is a new series. If it is OCLC must be used and then:

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
(type of file produced)
E>
ORDER EDITED AND REPLACED.
C>
C>
E>
1 11 33 51 71 90 108
E>
(File descriptors printed)
E>
E>
(Record is produced: check
correctness)
E>
CATCOST EDITED AND REPLACED.
C>
C>
E>
1 132
E>
(File dexcriptors printed)
E>
E>
E>
E>
E>
I>

I>
E>
TITL2 EDITED AND REPLACED.

You must type:

EKS1 (then) CR
(ADP must suply) (then) CR
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /(title)/

GET,CATCOST
CME,CATCOST
L /1/

PR 8

ZONE 1 10
L /(requisition number)/

FILE,0 (zero)

GET,TITL2
CME,TITL2
L /1/

PR 3

TABDEF,
TABSET 1 132
ZONE 132
L /(LC number area)/
I
TITLE--LC NUMBER--EDITION--PROPERTY
INFO, APPROXIMATE COST, OCLC CARD
ON ORDER+ (no spaces after comma)
CR
FILE,0 (zero)

WHEN THE CONTINUATION ARRIVES (CONT'D)

The computer says:

C>
C>
E>
1 26 28 36 40 49 70
E>
(File descriptors printed)
E>
E>
E>
E>
E>
I>

I>
E>
SHELF EDITED AND REPLACED.
C>
C>
E>
1 40 90
E>
(File descriptors printed)
E>
E>
E>
(Last record is printed)
E>
I>
I>
E>
CATCHG EDITED AND REPLACED.
C>
C>
E>
1 9 50 PR 13
E>
(File descriptors printed)
E>
E>
E>

I>

E>
CONTIN EDITED AND REPLACED.

You must type:

GET,SHELF
CME,SHELF
L /1/

PR 8

TABDEF ,
TABSET 1 26 28 36 40 49 70
ZONE 1 25
L /(LC number area)/
I
LC NUMBER, YEAR IN TITLE, YEAR OF
PUBLICATION, COPY NUMBER, PROPERTY
NUMBER NUMBER+, APPROXIMATE COST,
REQUISITION NUMBER AND ITEM NUMBER
(no spaces after commas)
CR
FILE,0 (zero)

GET,CATCHG
CME,CATCHG
L /1/

PR 4

TABDEF ,
TABSET 1 40 90
B

LC NUMBER, USER, OFFICE CODE
(no spaces after commas)
CR
FILE,0 (zero)

GET,CONTIN
CME,CONTIN
L /1/

PR 13

TABDEF ,
TABSET 1 9 50
ZONE 9 49
(Locate proper LC nr area)
(Eleven lines: use file descriptors
as guide for input)
CR
FILE,0 (zero)

ORDERING A PERIODICAL

When order information is clear, do the following:

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C
C
E>
1 11 15 25 35
E>
E>
E>

E>
I>

I>
E>
ORDER EDITED AND REPLACED.
C>
C>
E>
1 77 85 105 125 137
E>
(File descriptors printed)
E>
E>
E>
E>
I>

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /1/

TABDEF , (commas set the tabs or zones)
TABSET 1 11 15 25 35
B (Gives latest entry as sample)
The file is filed by requisition
number. If previous information
has been entered on time, then the
next record will appear after the
record on the bottom (B) of the
file.

I (means input mode)
REQN NO, LINE NO, REQN DATE, PUBN
TYPE, ACCOUNT TYPE
REQN NO, LINE NO, TITLE
REQN NO, LINE NO, ESTIMATED COST
REQN NO, LINE NO, JUSTIFICATION
REQN NO, LINE NO, OFC SYMBOL, REQUESTER
REQN NO, LINE NO, VENDOR NAME
REQN NO, LINE NO, VENDOR STREET
ADDRESS OR BOX NO.
REQN NO, LINE NO, VENDOR CITY STATE ZIP
REQN NO, LINE NO, VENDOR PHONE
(Commas are necessary; no spaces
after them)

CR
FILE,0 (zero)

GET,MAGLIST
CME,MAGLIST
L /1/

PR 7

TABDEF
TABSET 1 77 85 105 125 137
L /(title area)/

I
TITLE,PROJECTED STARTING DATE OF
SUBSCRIPTION, ACCOUNT TYPE,
DESTINATION, ORDERED THROUGH,
SEQUENCE NUMBER
(no spaces after comma)

ORDERING A PERIODICAL (CONT'D)

The computer says

You must type:

I>
E>
MAGLIST EDITED AND REPLACE.

CR
FILE,0 (zero)

C>
C>
E>
1 20 55

GET,MAGVEND
CME,MAGVEND
L /1/

E>
(File descriptors printed. Each
record contains five lines)

PR 6

E>
E>
E>
E>
E>
I>
I>
E>
MAGVEND EDITED AND REPLACED.

TABDEF ,
TABSET 1 20 55
ZONE 1 19
L /(sequence nr area)/
I
(Follow example closely)
CR
FILE,0 (zero)

C>
C>
E>
1 14 20 :30 46 61 76 91 106
120 136

GET,ROUTE
CME,ROUTE
L /1/

E>
(File descriptors printed)
E>
E>

PR 12

TABDEF ,
TABSET 1 14 20 30 46 61 76 91 106
120 136

E>
E>
I>

ZONE 1 13
L /(sequence nr area)/
I
SEQUENCE NR, COPY NUMBER, OFFICE
SYMBOL USER SEQUENCE NRS
(no space after commas)

I>
E>
ROUTE EDITED AND REPLACED.
C>

CR
FILE,0 (zero)

BYE (Do not use this command if you
are going to enter another
file) If you must enter another
file, type: GET,____(Insert the
file name in place of the
line).

WHEN THE PURCHASE ORDER ARRIVES

When the purchase order arrives, do the following:

The computer says

WELCOME TO THE BCS NETWORK...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
1 11 15 25 35
E>
E>
(Record is produced)
ORDER EDITED AND REPLACED.
C>
C>
E>

E>
MAGLIST EDITED AND REPLACED.
C>
C>
E>
1 20 30 60 80 97 103 110 116 134
E>
(File descriptors printed)
E>
E>
E>
E>
E>
I>

I>
E>
MAGCOST EDITED AND REPLACED.

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR

(your initials) (then) CR

GET,ORDER
CME,ORDER
L /1/

ZONE 1 9
L /(requisition number)/
FILE,0 (zero)

GET,MAGLIST
CME,MAGLIST
L /(title)/
yields sequence number
FILE,0 (zero)

GET,MAGCOST
CME,MAGCOST
L /1/

TABDEF ,
TABSET 1 20 30 60 80 97 103 110 116 134
ZONE 1 19
L /(sequence number area)/
I
SEQUENCE NR, REQUISITION NR, COST
CODE, APPROPRIATION CODE, PURCHASE
ORDER NR, BEGINNING MONTH DAY,
ENDING MONTH DAY, YEARS OF
SUBSCRIPTION, COST, SHIPPING COST
(no space after commas)
CR
FILE,0 (zero)

WHEN THE PURCHASE ORDER ARRIVES (CONT'D)

The computer says:

C>
C>

E>
MAGDATE EDITED AND REPLACED.
C>

You must type:

GET,MAGDATE
CME,MAGDATE
(under revision)
FILE,0 (zero)

BYE (Do not use this command if
you are going to enter another
file) If you must enter
another file, type: GET,____
(Insert the file name in place
of the line).

ORDERING A SERVICE

When ordering a service do the following after obtaining the Library of Congress number from OCLC:

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
1 11 15 25 35
E>
E>
E>

E>
I>

I>
C>
C>
E>
1 77 85 105 125 137
E>
(File descriptors printed)
E>
E>
E>
E>
I>

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR

(your initials) (then) CR

GET,ORDER
CME,ORDER
L /1/

TABDEF ,
TABSET 1 11 15 25 35
B (Gives latest entry as sample)
The file is filed by requisition number. If previous information has been entered on time, then the next record will appear after the record on the bottom (B) of the file.

I (means input mode)
REQN NO, LINE NO, REQN DATE, PUBN
TYPE, ACCOUNT TYPE
REQN NO, LINE NO, TITLE
REQN NO, LINE NO, ESTIMATED COST
REQN NO, LINE NO, JUSTIFICATION
REQN NO, LINE NO, OFC SYMBOL, REQUESTER
REQN NO, LINE NO, VENDOR NAME
REQN NO, LINE NO, VENDOR STREET
ADDRESS OR BOX NO.
REQN NO, LINE NO, VENDOR CITY STATE ZIP
REQN NO, LINE NO, VENDOR PHONE
(Commas are necessary; no spaces after them)

CR
GET,MAGLIST
CME,MAGLIST
L /1/

PR 7

TABDEF ,
TABSET 1 77 85 105 125 137
L /(title area)/
I
TITLE & LC NR, PROJECTED STARTING
DATE OF SERVICE, ACCOUNT TYPE,
DESTINATION, ORDERED THROUGH,
SEQUENCE NUMBER
(no spaces after commas)

ORDERING A SERVICE (CONT'D)

The computer says:

```

I>
E>
MAGLIST EDITED AND REPLACED.
C>
C>
E>
1 20 55 PR 6
E>
(File descriptors printed.
  Each record contains five
  lines)
E>
E>
E>
E>
E>
I>
I>
MAGVEND EDITED AND REPLACED.
C>
C>
C>
1 14 20: 30 46 61 76 91 106
          120 136
E>
(File descriptors printed)
E>
E>

E>
E>
E>
I>

I>
E>
ROUTE EDITED AND REPLACED.
C>
C>
E>
1 127 132
E>
(File descriptors printed)
E>
E>
E>
E>

```

You must type:

```

CR
FILE,0 (zero)

GET,MAGVEND
CME,MAGVEND
L /1/

PR 6

TABDEF ,
TABSET 1 20 55
ZONE 1 19
L /(sequence nr area)/
I
(Follow example closely)
CR

GET,ROUTE
CME,ROUTE
L /1/

PR 12

TABDEF ,
TABSET 1 14 20 30 46 61 76 91 106
                                         120 136
ZONE 1 13
L /(sequence nr area)/
I
SEQUENCE NR, COPY NR, OFFICE SYMBOL,
SEQUENCE NRS
(no space after commas)
CR
FILE,0 (zero)

GET,TITL2
CME,TITL2
L /1/

PR 3

TABDEF ,
TABSET 1 127 132
ZONE 132
L /(LC number area)/

```

ORDERING A SERVICE (CONT'D)

The computer says:

E>
I>

I>
E>
TITL2 EDITED AND REPLACED.
C>
C>
E>
1 26 28 36 40 49 70 PR 8
E>
(File descriptors printed)
E>
E>
E>
E>
E>
I>
I>
E>
SHELF EDITED AND REPLACED.
C>

You must type:

I
TITLE--LC NUMBER (add SERV label
to LC nr)

CR
FILE,0 (zero)

GET,SHELF
CME,SHELF
L /1/

PR 8

TABDEF ,
TABSET 1 26 28 36 40 49 70
ZONE 1 25
L /LC number area)/
I
LC NUMBER--SERV TAG
CR
FILE,0 (zero)

BYE (Do not use this command if
you are going to enter another
file) If you must enter another
file, type: GET,____(Insert the
file name in place of the
line).

WHEN THE PURCHASE ORDER ARRIVES

When the purchase order arrives, do the following:

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
1 11 15 25 35
E>
E>
(record is produced)
E>
ORDER EDITED AND REPLACED.
C>
C>
E>
(record is produced)
E>
MAGLIST EDITED AND REPLACED.
C>
C>
E>
1 20 30 60 80 97 103 110 116 134
E>
E>
E>
E>
E>
E>
I>

I>
E>
MAGCOST EDITED AND REPLACED.

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /1/

ZONE 1 9
L /(requisition nr)/

FILE,0 (zero)

GET,MAGLIST
CME,MAGLIST
L /(title)

FILE,0 (zero)

GET,MAGCOST
CME,MAGCOST
L /1/

PR 11
TABDEF ,
TABSET 1 20 30 60 80 97 103 110 116 134
ZONE 1 19
L /(sequence nr area)/
I
SEQUENCE NR, REQUISITION NR, COST
CODE, APPROPRIATION CODE, PURCHASE
ORDER NR OR ENGINEERING CIRCULAR NR,
BEGINNING MONTH DAY, ENDING MONTH
DAY, YEARS OF SERVICE, COST,
SHIPPING COST
(no spaces after commas)
CR
FILE,0 (zero)

WHEN THE PURCHASE ORDER ARRIVES (CONT'D)

The computer says:

C>
JOB PROCESSING CCUS ...
BYE

You must type:

BYE (Do not use this command if
you are going to enter another
file) If you must enter another
file, type: GET,____(Insert
the file name in place of the
line).

ORDERING OTHER ITEMS

When ordering a map, membership certifying for a service, drawings, supplies, single issues of magazines; or accounting for photocopying and local travel as well as adding to accounts, do the following:

The computer says

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear

C>
C>
E>
1 11 15 25 35
E>
E>
(File descriptors are printed)
E>

E>
I>

I>
E>

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

GET,ORDER
CME,ORDER
L /1/

TABDEF ,
TABSET 1 11 15 25 35

B (Gives latest entry as sample)
The file is filed by requisition number. If previous information has been entered on time, then the next record will appear after the record on the bottom (B) of the file.

I
REQN NO, LINE NO, REQN DATE, PUBN
TYPE, ACCOUNT TYPE
REQN NO, LINE NO, TITLE
REQN NO, LINE NO, ESTIMATED COST
REQN NO, LINE NO, JUSTIFICATION
REQN NO, LINE NO, OFC SYMBOL, REQUESTER
REQN NO, LINE NO, VENDOR NAME
REQN NO, LINE NO, VENDOR STREET
ADDRESS OR BOX NO.
REQN NO, LINE NO, VENDOR CITY STATE ZIP
REQN NO, LINE NO, VENDOR PHONE
(Commas are necessary; no spaces
after them)
CR
FILE,0 (zero)

WHEN A PURCHASE ORDER ARRIVES, ETC.

The computer says:

WELCOME TO THE BCS NETWORK ...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

C>
C>
E>
(Record is produced)
E>
ORDER EDITED AND REPLACED.
C>
C>
E>
1 11 33 51 71 90 108 127
E>
(File descriptors are printed)
E>
E>
E>
I>

I>
E>
OTHCOST EDITED AND REPLACED.
C>

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR

(your initials) (then) CR

GET,ORDER
CME,ORDER
L /(requisition nr)/

FILE,0 (zero)

GET,OTHCOST
CME,OTHCOST
L /1/

PR 9

ZONE 1 10
L /(requisition nr area)/

I
REQUISITION NUMBER ITEM NR, COST
CODE, APPROPRIATION CODE, PURCHASE
ORDER NR, EXACT ITEM COST WITHOUT
SHIPPING, SHIPPING COST, 2ND COST
FUND TRANSFER OR PERIODICAL
CR
FILE,0 (zero)

BYE (Do not use this command if you
are going to enter another file)
If you omust enter another file,
type: GET,____(Insert the file
name in place of the line).

SPECIAL CAVEATS

The thing that the person entering files must be aware of most is not to delete his file accidentally. Sometimes a file is duplicated due to a mistyped symbol or character. Duplication is no problem. An extra file can be purged. A lost file can be retrieved by immediate action. One must call the Boeing Company in Seattle. Numbers may change; so, the number will not be listed. Boeing can reproduce records from a day before the accident. Everyone in Boeing's program has been very courteous and understanding so far. EKS1 like any other program is a learning experience.

Some of the problems the author experiences are listed here. If anyone else has a problem that can be helpful in eliminating future errors, it will be added to this list:

1. Do not hit the carriage return (CR) when entering data if you come to the end of a line. The machine will automatically advance the carriage. If a CR is entered, this will prevent one from adjusting margins on different machines.
2. Do not enter too many lines of input at one time. A storm or some other malfunction can put one back at the beginning. The author entered fifty or sixty lines because he can type fast enough. One should use the FILE,0 (zero) command as in logging off and then log back on.
3. Do not forget to leave the 'I' mode before trying to log off the system. Otherwise, the log off information will be entered as a line of input.
4. It is better to follow one title through all the files than to process several titles in one file. It is easy to get confused when dealing with several titles that may be entered in different ways.
5. To assure the quality of a record and that it is entered in the correct columns or zones, hit the carriage return and then the PR command with a carriage return. If you forget to enter TABDEF , and TABSET commands the information will not be assigned to zones, but will be entered as a solid string including commas. When the information is entered correctly the commas disappear.

SPECIAL CAVEATS (CONT'D)

6. When entering a file, if you type GET,GASP and CME,GASP you are ready. If you accidentally type GET,GASP and CME,GAS something happens to your good file if you get nervous. But, you are in the 'I' mode. Hit the carriage return which returns you to the 'E' mode, and type a QUIT command. When real panic sets in, do not type a FILE command. Sometimes it is wise to pull the plug and call for help.
7. If you need to try something about which you are not certain, it is wise to duplicate a file and experiment on the duplicated file. To duplicate a file GET,GASP and CME,GASP then FILE,HOPE. Experiment on FILE,HOPE. When you are finished choose the best file for retention. If you want to keep FILE,HOPE then PURGE,GASP. Then check to see if FILE,GASP was indeed purged by typing GET,GASP. If you get information saying it cannot be found GET,HOPE and CME,HOPE and FILE,GASP which will return the new file to the desired name.

CREATING CUSTOM LIBRARY FILES

Where does one begin to create the needed files? This is how the author did it. It is necessary to collect all the forms and know the routines as performed. Each agency's processing methods will vary. Some may use different forms. Assemble the forms. Next, mark the information with a marker if it is to be entered in a computer file. Try to place relevant material in the same file. Try not to duplicate information but be concerned with tying one file together with another file. Leave some space for new ideas on each line of the record. Plan zones or fields of information for the largest record possible. Plan for the name with 26 characters in it. Start with a file that will give you immediate returns such as a charge-out file.

Once you have gotten the types of information you will need, sit down and design the plan for one record as it will look when it is printed out. You may have to regulate the number of strokes or characters per record according to the machinery you work with. Keep in mind the strength of one program is that it may be adaptable to more sophisticated machinery later.

It is also wise to locate a simple set of instructions explaining the zones or fields in the quick and easy use of each file.

Once the look of the final product has been determined and the zones or fields assigned depending on the equipment abilities, do the following:

The computer says:

WELCOME TO THE BCS NETWORK...
YOUR ACCESS PORT IS ...
SELECT DESIRED SERVICE:
USER NUMBER: eg RRR999,RRR999
TERMINAL ...
RECOVER/USER ID: eg MCG:

A few news items appear.

You must type:

EKS1 (then) CR
(ADP must supply) (then) CR
(your initials) (then) CR

CREATING THE CUSTOM LIBRARY FILES (CONT'D)

The computer says:

C>
NEW FILE.
I>
E>
E>
E>
I>
I>
E>
LIBRARY EDITED AND REPLACED.
C>
JOB PROCESSING CCUS ...
BYE

You must type:

CME,LIBRARY
CR
TABDEF ,
TABSET 1 20 40
I
XXXXX,XXXXX,XXXXX
CR
FILE,LIBRARY
BYE

This is an easy and clean way to begin to automate your library.

DEFINITIONS

B	Command sends search element to the bottom of the file.
FILE	A collection of lines of records.
+	Look for an additional line to make up the whole record.
.	The final line of an additional lined record.
L /1/	Command presents the fields for the record.
PR	Command prints the line where the search element stands.
NE	Command prints a line five lines beneath the present line.
U	Command moves the search element up specified lines.
U 10	Command prints a line ten lines above the present line.
L	Command locates a search element.
CONTROL H	Command moves the carriage one character to the left each time the 'H' is pressed while the 'CONTROL' key is held.
>	The terminal is awaiting a response from the user.
FILE,0 (zero)	Command to exit a file.
ZONE 1 13	Command indicating the next field probably begins on zone 14.
TABDEF ,	Command determining a comma as the key to moving information to the proper tabs or columns.
TABSET 1 30 50	Command determining where the columns or tabs should be set to create the look of the output record using vertical columns for multiple records.

DEFINITIONS (CONT'D)

NEW FILE.	See notes in the "Caveats" section and the "Creating Custom Library Files" section.
PURGE, _____	Command to delete a whole file when the file name is specified where the line is placed.
GET, _____	Command to call for a file which a user needs.
CME, _____	Command to engage the editor portion of a program to make changes, etc to a file when the file name is placed where the line is.
I	Command to add information.
C	Command to change information.
.C	Command to change information without having each changed record printed.
C/library/library/	Command to change incorrect spelling. This moves each succeeding character one space to the right. To localize the effect of the rightward movement, use ZONE 1 30 putting a right limit to the command.
C /libray /library/	Command to correct a word without moving succeeding characters to the right. Used usually if a mistake is made at the end of a field followed by several spaces. Notice the space after libray.
C /Thomas CP /Andersonowitz OJ/	Command to change one name to another. Add spaces where necessary to make an even count of characters on each side of the /.
CATLIST,LO=F.	Command to list all the files, indicate if they are private or public, and time of use.
C /312/132/ *	Command to change these numbers in each record containing them in the whole file.

DEFINITIONS CONT'D

GET,_____. CR
CHANGE,_____/CT=PU: CR
BYE

Commands to change a private file to public making it accessible to the whole country. Replace the line with the file name.

GET,_____. CR
CHANGE,_____/CT=PR. CR

Commands to change a public file to a private file. Replace line with the file name.

P *

Command prints every record.

LIST,FN=_____

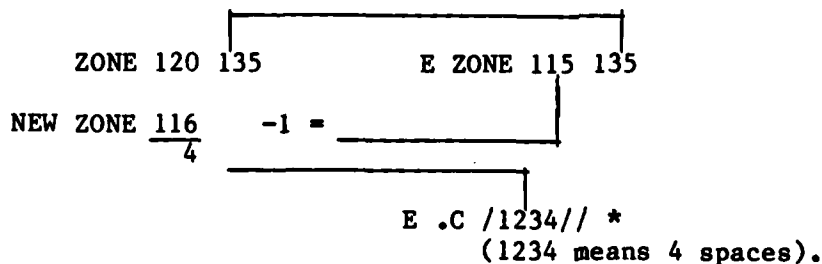
Command to print every record in a specified file. Replace line with file name.

GET,_____/UN=XXX999
QUIT

Commands to enter a public program or file owned by another library. Replace line with file name. Replace XXX999 with file account information from that library. Use QUIT to exit when the search has ended.

(See sample).

Commands to move a column left from zone 120 to zone 116.



DATE OF SERVICE, ACCOUNT TYPE,
DESTINATION, ORDERED THROUGH,
SEQUENCE NUMBER
(no spaces after commas)

END

FILMED

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